

Transportation Technician Review Policy UDOT 05C-52

Effective: May 4, 2004 Revised: June 7, 2006

1

Purpose

Establish a uniform and fair method of promoting Transportation Technicians when a competitive process is not used.

Policy

This policy is to give direction to Regions and Districts in the promotion of Transportation Technician I's who have successfully passed the necessary education and have the necessary work experience to move to a Transportation Technician Level II. Direction is also given in the establishment and use of Review Boards for in-grade promotions and Transportation Technician III reclassification. This policy can also be used where other review boards are needed, such as in Design and Materials.

All forms needed for the Review Process can be found on the Department's innerweb under Human Resource Office.

Review Board:

The purpose of the board is to determine if the applicant can perform at the required level. If the review board determines that the applicant is not ready for the proposed level, the applicant and supervisors will be notified of areas that need improvement. The employee's supervisors and employee should develop a plan to bring the employee's performance to the proposed level. If the review board recommendation and the recommending supervisors are not in agreement, the Region Operations/District Engineer and Construction Engineer will make the final decision on the upgrade.

Transportation Technician II:

The employee must initiate the upgrade to a level II by completing the Candidate Qualification Worksheet and then sit before a review board. Transportation Technician's should be working in maintenance and construction unless there is a geography problem and no or limited construction projects. To be considered for a Transportation Technician II classification, employees must have successfully passed TEP Level II. Employees must have a recommendation from the Resident Engineer and Station Supervisor/Area Supervisor and successfully completed the review board to be considered for the promotion. If there are no or limited construction projects available for the Transportation Technician I to be involved in then the recommendation from the Resident Engineer is not needed. There should be documentation with a sign off from the Construction Engineer that the employee was unable to work on construction projects.

Transportation Technician II or III In-Grade Promotion:

The employee must be working on construction projects assigned by a Resident Engineer. The employee must also be working in maintenance. The employee must initiate the in-grade promotion by completing the Candidate Qualification Worksheet and then sit before a review board. To be considered for an in-grade promotion, employees must have successfully completed the TEP Program and have verification of working proficiently in both construction projects from construction and maintenance. Employees must have a recommendation from the Resident Engineer and Station Supervisor/Area Supervisor and have successfully completed the review board process to be considered for the promotion. The in-grade promotion would be a two-step increase.

Employees who have satisfactorily completed the M3 program, T₃, or NICET program may also qualify, once they have completed designated TEP courses or passed course competency tests that were not offered through M3, T₃ or NICET.

If an employee begins the TEP program as a Transportation Technician and is working in both construction and maintenance and then is selected for a higher position, the employee may be eligible for the In-grade promotion if the TEP is satisfactorily completed within the four year cycle of the program that the employee signed up for originally and satisfactorily completes the Review Process. All other employees in titles other than Transportation Technician, may take the TEP training, but will not be eligible for an in-grade increase.

Transportation Technicians can only receive one in-grade promotion in their career with UDOT, either at a level II or level III but not both levels.

Transportation Technician III:

Employee Normally Assigned to Construction:

The employee must be normally assigned to a region construction office and have demonstrated the ability to have full charge responsibility for a medium sized construction project and/or have full charge responsibility for a major portion of a large construction project. The employee must also be regularly assigned to Maintenance.

Employee Normally Assigned to Maintenance:

The employee must be normally assigned as a lead Maintenance employee (Roadway Operations Coordinator) with responsibility, on a routine basis, to lead a portion of the crew in completing assigned tasks. The employee must also be regularly assigned to Construction. Management may make assignment modifications, based on the needs of the organization. For example, an employee that completes full charge construction assignments, as noted above, may be regularly assigned to Maintenance.

To be considered for a Transportation Technician III reclassification, employees must have successfully passed the TEP Level III. Employees who have satisfactorily completed the M3 program level III, T₃ level III, or NICET level III may also qualify, once they have completed designated TEP courses or passed course competency tests that were not offered through M3, T₃ or NICET. Employees must have satisfactorily completed mandatory training classes and specific certifications (see Transportation Technician III Review Worksheet.) Employees must have a recommendation from the Resident Engineer and Station Supervisor/Area Supervisor and have passed a review board to be considered for a reclassification.

If an employee is seeking a reclassification to the Transportation Technician III, the employee must initiate the upgrade to a level III by completing a Position Analysis Questionnaire and the Candidate Qualification Worksheet and then sit before a review board. The board will be composed of individuals chosen by the Region Construction Engineer and Operations/District Engineer. The purpose of the board is to determine if the employee is performing the work of a Transportation Technician III. If the review board determines that the applicant is not working at a level III job, the request will be denied and returned to the employee with the rationale for the decision. If the request for a reclassification to a level III is approved, the documentation including the Position

Analysis Questionnaire is submitted to the Department's Human Resource Office for review and proper classification.

Definitions:

Review Packet: Candidate Qualification Worksheet, Supervisors Review (Station Supervisor and Resident Engineer), Review Worksheet, and Position Analyst Form if seeking a Transportation Technician III Reclassification.

TEP: UDOT's Transportation Education Program provides training/education in various areas related to construction and maintenance.

Higher Position: A position with a higher ending step than the one in which the employee is currently in.

Transportation Technician Review Policy UDOT 05C-52

Effective: May 4, 2004 Revised: June 7, 2006

4

Procedures

Transportation Technician Promotion UDOT 05C-52.1

Responsibility: Operations/District Engineer and Construction Engineer

Actions

1. Establish a Review in each Region and/or District.

A. Chairperson would be a Resident Engineer, Field Engineer, Maintenance Area Supervisor or senior leader.

(1) Assures proper procedures are followed according to this Policy.

(2) Review Candidate Qualification Worksheets for compliance with policy.

(3) Contact candidate's references, typically a phone interview.

(4) Schedule Reviews.

(5) Notify candidates, review board and others as necessary.

B. Review Board

(1) The Review Board will consist of leaders from both construction and maintenance, such as Engineering Technician IV's, Station Supervisors or higher.

(2) Typically there would be the chairperson and at least two employees on the board for Transportation Technician II positions, and at least three employees on the board for Transportation Technician III positions.

(3) Prepare questions to be used in the review process that would consist of both disciplines, construction and maintenance.

(4) Evaluate candidates' eligibility for advancement.

(5) Assist Chairperson with recommendations if needed.

(6) The "Review Board Worksheet" can be modified to meet the needs of the Region. Mandatory and Optional subjects can be added. However, no subjects can be deleted in either area from the "Review Board Worksheet".

C. Region Human Resource Representative - Optional (non-voting)

(1) Assure compliance with UDOT Human Resource requirements.

Responsibility: Transportation Technician

2. Initiates the Review process by completing and signing the Candidate Qualification Worksheet.

3. Gives the Supervisor Review Form to his/her supervisor in both construction and maintenance.

Responsibility: Transportation Technician's Supervisors

4. Completes the 'Supervisors Rating' section of the Candidate Qualification Worksheet, add any comments and sign where indicated. Indicates whether or not the employee had

Transportation Technician Review Policy UDOT 05C-52

Effective: May 4, 2004 Revised: June 7, 2006

4

Procedures

Transportation Technician Promotion UDOT 05C-52.1

Responsibility: Operations/District Engineer and Construction Engineer

Actions

1. Establish a Review in each Region and/or District.

A. Chairperson would be a Resident Engineer, Field Engineer, Maintenance Area Supervisor or senior leader.

(1) Assures proper procedures are followed according to this Policy.

(2) Review Candidate Qualification Worksheets for compliance with policy.

(3) Contact candidate's references, typically a phone interview.

(4) Schedule Reviews.

(5) Notify candidates, review board and others as necessary.

B. Review Board

(1) The Review Board will consist of leaders from both construction and maintenance, such as Engineering Technician IV's, Station Supervisors or higher.

(2) Typically there would be the chairperson and at least two employees on the board for Transportation Technician II positions, and at least three employees on the board for Transportation Technician III positions.

(3) Prepare questions to be used in the review process that would consist of both disciplines, construction and maintenance.

(4) Evaluate candidates' eligibility for advancement.

(5) Assist Chairperson with recommendations if needed.

(6) The "Review Board Worksheet" can be modified to meet the needs of the Region. Mandatory and Optional subjects can be added. However, no subjects can be deleted in either area from the "Review Board Worksheet".

C. Region Human Resource Representative - Optional (non-voting)

(1) Assure compliance with UDOT Human Resource requirements.

Responsibility: Transportation Technician

2. Initiates the Review process by completing and signing the Candidate Qualification Worksheet.

3. Gives the Supervisor Review Form to his/her supervisor in both construction and maintenance.

Responsibility: Transportation Technician's Supervisors

4. Completes the 'Supervisors Rating' section of the Candidate Qualification Worksheet,

add any comments and sign where indicated. Indicates whether or not the employee had